

**aCollege of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	Executive Committee
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<b>Date</b>	<b>Time</b>	<b>Location</b>
April 17, 2013	11:10 a.m. – 12:12 p.m.	Board Conference Room

Members	Name	Present	Absent	Remarks
President	Joseph M. Daisy	x		
VPAS	Joseph Habuchmai	x		
VPCRE	Jim Currie	x		
VPIA	Mariana Ben Dereas	x		
VPIEQA	Frankie Harriss	x		
VPSS	Joey Oducado		x	(Acting) Excused
Dean, Chuuk Campus	Kind Kanto	x		
Dean, Kosrae Campus	Kalwin Kephass	x		
Dean, Pohnpei Campus	Grilly Jack	x		Acting
Dean, Yap Campus	Lourdes Roboman	x		
Chair, Management Team	Karen Simion	x		
Chair, Council of Chairs	Kathy Hayes	x		Mark Kostka
President, Faculty/Staff Senate	Ross Perkins	x		
President, SBA	Sebastian Tairuwepiy		x	Sick
Executive Assistant to President	Norma Edwin	x		Recorder

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Opening</li> <li>2. Review of agenda</li> <li>3. Approval of minutes – April 3, 2013</li> <li>4. Old business             <ol style="list-style-type: none"> <li>a. Strategic plan update</li> </ol> </li> <li>5. New business             <ol style="list-style-type: none"> <li>a. Supplemental report update</li> <li>b. Participatory governance policy</li> <li>c. Next Board meeting</li> </ol> </li> <li>6. Adjournment</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. <b>Opening</b> – President opened the meeting at 11:10 a.m. A quorum was present</li> <li>2. <b>Review of agenda</b> – President Daisy went over the agenda. While the goal had been to take the participatory governance policy to the Board in May, it still needs to include SBA, FSS and state campus involvement in the policy. He suggested completing the work by June and informing the Commission of its completion and taking it to the Board in September for approval.</li> <li>3. <b>Approval of minutes</b> – <b>Jim moved and Ross seconded that the minutes of the March 20, 2013, meeting be approved. The motion passed unanimously.</b></li> </ol>

For the record, **the meeting minutes of the February 27, 2013, were approved electronically.**

**4. Old business**

- a. **Strategic plan update** – Frankie presented the updated draft strategic plan which includes data from the Strategic Plan Input Survey. The April 6 draft narrows the vision and mission statements to two choices for the Board’s consideration based on the results of the recent survey which ranked three options for a vision statement and a mission statement. Frankie presented the data from the survey. Options B and A for the vision statement were clear leaders, while the three options for the mission statement were very close with options A and B ahead. Because the options are almost evenly weighted **Ross moved and Mariana seconded that all three options for the mission statement be presented to the Board. The motion carried with one dissension.** The survey also asked for input on core values; Frankie is currently working on uploading the value results in the form of a word cloud. The strategic directions were endorsed by the Board at their last meeting; and based on the strategic directions, the working group developed strategic plan goals. Frankie asked that the goals be shared with constituents and passed along for review. Measures of success are needed to ensure goals are measurable. IRPO will be working on proposed measures of success with benchmarks, if they exist, and recommended targets. Jim Mulik has been asked to review the work completed thus far for recommendations towards improvement and will dialogue with the strategic plan working group while on Pohnpei. Frankie is also asking for input from committees on proposed measures of success. Frankie will update the draft with the values by tomorrow. She asked members to pass and share the draft strategic plan. She needs input prior to the next EC meeting. There is just a short time period for review. Ross mentioned that it is on the Senate wiki. A reminder is needed to let people know it is there for their review. It was suggested that a reminder be put on the electronic board.

**5. New business**

- a. **Supplemental report update** – Frankie reported on the work still needed to be done for the supplemental report. The report must be endorsed by the Board but will not be ready until just before the meeting. Things to be done are a governance survey, assessment of the structural changes which she will do through interviews with people impacted by the changes rather than a survey, and other outstanding work that were reported in the mid-term report such as the strategic plan and revision of the mission statement. However, a revised mission statement cannot be put forward until the college’s accreditation is reaffirmed. The time frame for doing everything is short so Frankie asked that people give priority to the work. She apologized for more surveys and said it is the fastest way to gather data. No apologies are needed as surveys empower people and give them a chance to have a say. What we do with results is important. The college should have a culture of assessment and evidence to become stronger; and not just do it for accreditation.
- b. **Participatory governance policy** - Work is still needed on the policy to include students, the senate and campuses into the process. The VPSS was tasked to include students. Kind was nominated to lead the work to identify campus committees and determine how they participate in the process; Kalwin volunteered to assist. President said this shows we have begun to work as one college in spite of different locations where campuses are empowered to do some of the work. The campuses are to connect with the Council of Chairs in their discussions. The timeline for completion of their task is May 20<sup>th</sup> for consideration by EC on May 23. Ross said a subgroup is working with the campuses on the senate bylaws.

Mark explained that during their COC meeting, the committee stayed away from discussion of the administrative side of the chart. President suggested perhaps the boxes could be enlarged to include who comprise the groups; there is still time to talk this through.

It was decided that policy itself is fine and that the remaining work is with the process of implementing the policy. **Frankie moved and Grilly seconded that the policy itself be transmitted to the Board for consideration at the next meeting. The motion passed unanimously.**

- c. **RAR request** – Mark reported that he as chair of COC just received a request from RAR to amend the add/drop policy to shorten the add/drop period to the first three consecutive days of instruction for regular semesters and to only one day for summer. Karen said that the change has already been implemented. Mark will report to RAR that this has already been implemented.

The need for people to assume responsibility for reading emails and to be engaged was discussed. President stressed the importance of supervisors looking at meeting minutes and checking the attendance and participation of their employees.

- d. **Next board meeting** – The agenda for the next meeting includes status of the job audit and changes in the evaluation form. Mark explained a problem is supervisor input is needed, but most people do not supervise employees. President suggested that the HR Director be invited to walk through the process and explain the form. The form is to be sent to the committees and Management Team for their perspective. The possibility of 360 evaluations, its benefits and areas of caution were discussed. An understanding about the process and purpose of evaluation to support growth should be expanded.

No response to the inquiry about wanting a hardcopy of the meeting notebook will be taken as wanting the electronic notebook.

- 6. **Adjournment** – Jim moved and Mariana seconded that the meeting be adjourned. The meeting adjourned at 12:12 p.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

- May 1, 2013

**Handouts/Documents Referenced:**

- May Board meeting agenda and timeline

**College Web Site Link:**

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**Prepared by:**

Norma Edwin

**Date Distributed:**

4/23/13

**Approval of Minutes Process & Responses:**

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**Submitted by:**

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Approval of March 20, 2013, meeting minutes (February 27, 2013, electronically)
2. Put reminder on electronic board to review and provide input on the draft strategic plan to Frankie prior to the next EC meeting
3. Give priority to outstanding work needed for the supplemental report
4. Kind/Kalwin to lead the campuses in identifying campus committees and determine how they participate in the governance process by May 20 for EC consideration on May 23
5. Approval of the participatory governance policy only for transmittal to the Board for consideration
6. Mark to inform RAR that the changes to the add/drop period have been implemented
7. HR Directed be invited to explain the proposed evaluation form and process
8. The proposed evaluation form to be sent to committees and MT for feedback